



Ascham School



Laboratory Technician Position Description

Laboratory Technician

Department: Science

Reports to: Head of Science

Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. Ascham is an inclusive, day and boarding school for students in years P-12, within a warm, welcoming and collaborative environment.

Job Description

At Ascham School, Laboratory Technicians are responsible for the preparation of experiments, chemicals, glassware and equipment for student activities, teacher demonstrations, and assessment tasks. Additionally, they maintain the laboratories, preparation room, chemical room and storeroom. Key to this role is the ability to collaborate closely with teachers regarding experimental set up.

Core Job Role Accountabilities

Preparations and Setting up Laboratory for Experiments

- Prepare for science experiments relating to student activities and teacher lesson demonstrations
- Set up labs for practical activities, ensuring assignment equipment is put out / assembled as required
- Collaborate with teachers and update equipment lists with changes required
- Ensure the availability of required and tested chemicals, glassware and equipment
- Prepare chemicals by weight / measure from concentrate-to-stock solution, dilute from stock solution to specific concentration and standardise solutions using titration techniques as required
- Label chemical solutions on bottle jars and dropper bottles with GHS labels from the ChemWatch program and using colour codes for the safe use of chemicals in schools
- Prepare risk assessments for student and teacher experiments / prep room preparations
- Write up experiment procedures, print out summaries and leave in labelled experiment trays for each class
- Check experiment set-ups in advance to ensure everything works
- Check microscopes and prepare microscope slides, cover slips, and the connection of the digital attachment camera to microscope / laptop
- Ensure the availability of computers, microphones and software required for experiments, e.g. Lab Pro / Lab Quest, pH sensors, temperature probes and other Vernier sensors

Servicing Laboratories, Prep Room and Storage Room

- Clean and maintain the Science prep room, storage room, chemical storeroom and all laboratories
- Restock and tidy labs in terms of equipment, glassware, and peninsular benches
- Collect all equipment from labs every Tuesday, and ensure these are cleaned, washed and put away
- Check chemicals for contamination as well as spills kits in the prep room / all labs
- Manage autoclave contaminated agar plates using pressure cookers and dispose of these safely
- Organise removal of waste and chemicals from all labs, and prepare risk assessments accordingly
- Check safety showers and lab / prep room eye wash stations each month
- Check and clean microscopes, and organise service as required
- Maintain and restock lab glassware, and ensure glass tube shaping and polishing using heat methods
- Collect and pack broken glassware and organise for their collection by the Maintenance team
- Organise the laundering of lab coats, cotton gloves and cotton aprons
- Ensure equipment repairs such as:
 - wiring light bulb holders and ray boxes
 - checking voltmeters and ammeters
 - cleaning and sanding dirty electrodes
 - checking all Vernier sensor equipment for functionality and fixing any faulty equipment

Administration

- Write risk assessments using the RiskAssess program for schools, distributing these to teachers and students, and ensuring copies are retained on file
- Update chemical labels to the Globally Harmonised System (GHS) using the ChemWatch program
- Update Safe Data Sheet (SDS) labels
- Maintain the chemical register, equipment registers and equipment list
- Order and follow on the delivery of equipment at the end of each term
- Purchase equipment in person, e.g. from a butcher, supermarket, plant nursery or hardware store

Mandatory Requirements

- Science Degree, Science Technician Certificate or tertiary qualification in a related field
- Knowledge of Chemistry, Biology, Microbiology and Physics
- Experience working in a science laboratory setting, and preferably within a school
- Sound knowledge of:
 - the classification of chemicals
 - colour spots for Chemicals and Global Harmonised System (GHS) labels
 - handling and storage of chemicals and hazardous chemicals
 - chemical inventories and registers
 - rules of chemical waste
 - safety practices of laboratory equipment
 - legislation relating to hazardous substances and dangerous goods
 - safety data sheets (SDS)
 - risk assessments
 - work health and safety (WHS) management systems
- Innovative problem solver, with initiative, resourcefulness and a willingness to help teachers and students with ideas for their experiments or projects
- Mathematical ability to make accurate calculations when diluting chemicals or making up solutions of a particular molarity
- Ability to contribute to a busy and highly experienced Science Department
- Effective research skills in seeking out new technologies, practicals and resources for colleagues
- Strong communication skills, with high levels of approachability
- Ability to be organised and yet flexible and accommodating
- Ability to be hard-working, reliable and work unsupervised
- Strong ICT skills, and familiarity with Vernier Sensor / software, and ChemWatch/RiskAssess programs for schools
- Willingness to carry out other duties required by the Head of Science
- A valid Working with Children clearance and current First Aid / CPR certificate
- Willingness to complete annual training refreshers in areas such as but not limited to, chemical safety and risk assessments
- Drivers licence and own transport.

Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	